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JEREMY M. HUGHES, Ph.D.
INTERIM SUPERINTENDENT
OF PUBLIC INSTRUCTION

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO # 21**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: May 5, 2005

SUBJECT: **Facility Review Requirements**

The second Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, effective October 1, 2004, includes facility review requirements at 7CFR 226.16(d)(4) (iii)&(iv).

- Each facility must be reviewed three times per year;
- At least two of the three reviews must be unannounced;
- At least one unannounced review must include a meal or snack observation;
- At least one review must be made during each new facility's first four weeks of operation; and
- Not more than six months may elapse between reviews.

The interim rule permits sponsors, at their discretion, to "average" their reviews of facilities. The intent of this change is to permit sponsors to focus their review efforts on facilities that are more likely to commit errors (i.e., newer facilities and facilities with a history of operational problems). The sponsor must inform the Michigan Department of Education that it will utilize the "review averaging" option and must describe how it plans to implement it.

Sponsors electing this option must conduct the same total number of annual reviews (three times the number of facilities they sponsor) as before, but may arrive at that number by reviewing some facilities twice a year, and other facilities more than three times per year. However, each facility must receive two unannounced reviews per year. The interim rule at 226.16(d)(4)(iv) prohibits a facility from receiving less than three reviews per year if the facility has submitted a block claim during the review year.

If you have questions regarding this memo, please call our office at (517) 373-7391.

Please keep this memo on file or in a notebook for quick and easy reference.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324